



## CALIFORNIA POLLUTION CONTROL FINANCING AUTHORITY

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cpcfa@treasurer.ca.gov  
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### MEMBERS

BILL LOCKYER, CHAIRMAN  
State Treasurer

JOHN CHIANG  
State Controller

MICHAEL COHEN  
Director of Finance

EXECUTIVE DIRECTOR  
Reneé Webster-Hawkins

## JOB OPPORTUNITY BULLETIN

**Class:** Staff Services Analyst /or  
Associate Treasury Program Officer  
**Tenure:** Limited Term (24 Months)  
**Time Base:** Full Time  
**Salary:** \$2873 - \$4671 SSA  
\$4488 - \$5618 ATPO

**\* Will consider both levels for recruitment purposes.**

Under the direction of the Treasury Program Manager I (TPM I) of the California Pollution Control Financing Authority (CPCFA), this position will perform less complex analytical and technical duties for the Authority. **Travel is required. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.**

### DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Assist with the analysis of the CalCAP and other financing programs applications submitted by various participant lenders to ensure compliance with CalCAP and other financing programs statutory authority, regulations, and policies.
- Assist in the monitoring and compliance of enrolled loans and approved claims by conducting desk reviews and site visits.
- Analyze findings of desk reviews and site visits for Compliance Officer and management review. In the most difficult or sensitive cases, work with lenders and other sources to obtain additional information concerning loan terms, borrowers, and the purposes of the loans.
- Assist in developing, updating and maintaining various program reports, policies and procedures.

To view a copy of the duty statement, please visit [www.treasurer.ca.gov/careers](http://www.treasurer.ca.gov/careers).

### DESIRABLE QUALIFICATIONS:

- Knowledge of or interest in government bond, grant and loan programs and public finance policy.
- Demonstrated ability to conduct research and prepare analysis and recommendations for management consideration.
- Ability to use Microsoft Word, Excel, Outlook, Adobe Acrobat and CPCFA's customized database systems.
- Ability to work independently, with tact, and in a team environment.

- Desire to work in a fast-paced, small, service-oriented state agency prioritizing accountability, transparency and customer service.
- Demonstrated ability to think critically, pay careful attention to detail and accept increasing responsibility.
- Communicate effectively orally and in writing, including written analysis and recommendations, and in-person presentations before Executive Management and the board of the Authority.

#### **CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

#### **WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as **Staff Services Analyst** or **Associate Treasury Program Officer**. Should you have any questions, please visit [www.jobs.ca.gov](http://www.jobs.ca.gov).

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and the Authorities and Commissions are encouraged to apply if interested in the position.

**PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY. (I.E., LIST, TRANSFER, SROA, SURPLUS EMPLOYEE, ETC.)** If you do NOT indicate the source of your eligibility, you may not be considered. ***Please provide proof of meeting the educational requirements of the classification you are applying for. ( i.e., college degree or transcripts of completed number of units or showing degrees obtained.)*** List the number "SSA, 345-002-5157-xxx" or "ATPO, 345-002-4223-021" on your application/resume.

If you are interested in applying for this position, in addition to the completed Standard State Application (Form 678), please submit a **Statement of Qualifications (SOQ)** describing your interest in and qualifications for the position. The statement should be no more than two pages in length.

#### **FINAL FILING DATE:**

State application and Statement of Qualification will be accepted **until filled**. Applications will be screened and only the most qualified applicants will be interviewed. No faxed or emailed applications will be accepted.

#### **SUBMIT APPLICATIONS TO:**

Michelle Bell  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

#### **IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

An equal opportunity employer-equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. CPCFA complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact STO at (916) 653-3100 or TDD (916) 654-9922.